
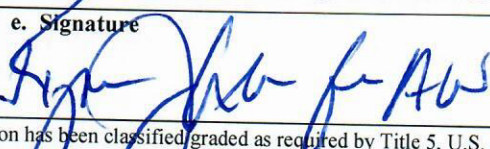



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPGS19003	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Misc Admin & Prog Series, GS-0301, TS-34, 1/79; U.S. OPM AAGEG, TS-98, 8/90.					
Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	Senior Advisor for Strategic Initiatives	GS	0301	15	001
4. Supervisor's Recommendation	Senior Advisor for Strategic Initiatives	GS	0301	15	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Brett Doyle			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c.		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor Andrew R. Wheeler, Acting Administrator			
b. Signature 		c. Date 10/26/18		e. Signature 	
				f. Date 10/26/18	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code N/A	
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (<u>0</u> % of time) <input checked="" type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 12/4/18	
11. REMARKS Top Secret clearance Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

Senior Advisor for Strategic Initiatives

GS-0301-15

Major Duties and Responsibilities

1. Serves as Senior Advisor to the Administrator specializing in the development and execution of strategic initiatives. This position focuses on using independent judgement, analytical skills and ability to translate the mission and goals of the Administrator, for the Agency, into practice. The position uses discretionary projects and programs, outside of the organization's day-to-day operation activities, that are designed to help the Agency achieve its targeted performance. In this capacity, the incumbent provides confidential personal and operational assistance to the Administrator. This involves the performance of a wide variety of duties, consisting of attending events and meetings alongside the Administrator, assessing the impact and subsequent relevance of all matters discussed on achieving the mission and goals of the Agency, and suggesting to the Administrator possible avenues of approach and coordinating implementation efforts to achieve the mission and goals. Follows up by conferring with the Assistant and Regional Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts.
2. Serves as personal representative of the Administrator with high ranking officials of the Agency, Members of Congress and White House representatives; scientific and research groups and associations; foreign governments and others.
3. Uses continuous knowledge of emerging legislation and regulatory issues of interest to the Administrator to develop, oversee and help implement programs and projects that support the Agency's vision and short and long-term plans. The Senior Advisor anticipates areas of concern and provides recommendations to the Administrator. Works with senior management to monitor program progress towards accomplishing the Administrator's goals and correct course as needed.
4. After a thorough analysis of the Administrator's goals, the Agency's mission, and the best strategies to achieve them, the Senior Advisor provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policy initiatives in relation to highly urgent and sensitive operational and/or implementation matters. Arranges for the implementation of specific policies and recommendations that work to achieve the mission and goals of the Administrator and Agency. This includes making action assignments to the appropriate organizational elements.

5. As directed, provides direction to and/or leads staff in the analysis of implementation problems or issues related to strategic initiatives reaching the Administrator's Office.
6. Performs other duties as assigned.

Factor Levels

Factor 1 - Knowledge Required by the Position

Level 1-8; 1550 pts.

Mastery of program and organizational analysis principles, methods, practices techniques, and analytical methods. Skills to apply this mastery in developing new methods and approaches in planning, integrating and evaluating programs, and developing strategic initiatives for the Agency. Knowledge and skills to advise other specialists inside and outside the Agency, as well as senior leadership and decision-makers, on issues of developing, communicating, or enhancing program matters involving interaction with internal and external stakeholders that could distract from achievement of Agency goals.

Mastery of advanced management and organizational principles and practices along with a comprehensive knowledge of strategic planning, organizational design and analysis sufficient to perform long-range and short-range program planning and strategy development, and recommend implementation strategies which cut across all programs of the Agency and have potential wide-ranging impact on program functions, personnel, facilities and budget. Ability to plan and manage multiple high-level and high-stakes projects with short deadlines; sets priorities.

Comprehensive knowledge of laws, regulations, policy, and issues; EPA's mission, program responsibilities and the current status or decisions and policies; sequence of timing of key program events and milestones; and specialized terminology applicable to the work sufficient to develop recommendations, objectives or programs to address the most urgent needs; and discuss and explain controversial aspects of policy with the Administrator and Agency management.

In-depth knowledge of relationships with other governmental and non-governmental entities and public and private institutions; ability to target data for historical research related to Agency operations and relationships with outside parties; and analyze data collected.

Ability to perform policy analysis; knowledge of methods of evaluating the worth of program accomplishments; and ability to recommend action for improvement in the effectiveness of relationships between Agency mandates and goals of stakeholders sufficient to develop, extend or modify the purpose, function or direction of national level programs. Skill in written communication sufficient to organize and summarize large amounts of information; and write quickly and clearly on technical issues for both technical and nontechnical audiences.

Skill in oral communication sufficient to make presentations to senior leadership, and represent The Agency in public fora.

Factor 2 - Supervisory Controls

Level 2-5; 650 pts.

Incumbent serves as the Administrator's Senior Advisor and authoritative expert who can provide objective analyses of program operations and recommend integration strategies related to strategic

initiatives. Incumbent is a recognized authority in the analysis and evaluation of programs and issues and is subject only to administrative and policy direction concerning overall project priorities and objectives. Incumbent is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of program or organizational effectiveness. The supervisor provides administrative guidance solely in the form of general legislative, mission or policy direction. Incumbent has the highest degree of independence in seeking optimum solutions to problems. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled. Findings and recommendations are normally accepted without significant change.

Factor 3 – Guidelines

Level 3-5; 650 pts.

Guidelines consist of laws, regulations, and directives, Agency and regional policies, basic administrative policy statements concerning the issue or problem being studied, and may include reference to pertinent legislative history, related court decisions, state and local laws, or policy initiatives of agency management. The employee uses judgment and discretion in determining intent and in interpreting existing policy and regulatory guidance for use by others within and outside the organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in a specialized area.

Factor 4 – Complexity

Level 4-6; 450 pts.

The work consists of the analysis of broad functions and processes which may affect Agency operations. Plans, organizes, and completes analytical studies involving the substance of key agency programs that will enhance the ability of the Agency to implement regulatory mandates, measure their effectiveness and enact change to processes as necessary in order to best achieve the mission and strategic goals of the Agency. There is extreme difficulty in identifying the nature of the issues or problems and in planning, organizing, and determining the scope and depth of the study. The nature and scope of issues are largely undefined. Difficulty is also encountered in separating the substantive nature of programs or issues into their components and determining the nature and magnitude of the interactions, and in discerning the intent of legislation and policy statements and determining how to translate the intent in program actions.

Factor 5 - Scope and Effect

Level 5-6; 450 pts.

Performs very broad and extensive work assignments related to Agency programs which are of significant interest to the public and Congress. The programs typically cut across or strongly influence a number of Agencies. In many cases, studies are of major importance to each of several Departments and Agencies, and there may be disagreements about which Department, Agency, or Region within EPA has primary responsibility for significant aspects of the function. Studies frequently involve extensive problems of coordination in fact-finding and in reviewing and testing recommendations in interested Agencies or with outside groups. Recommendations involve highly significant programs or policy matters and may have an impact on several Departments or Agencies and may result in substantial redirection of federal efforts or policy related to major national issues. Results of work are critical to the mission of the Agency.

Factor 6 - Personal Contacts

Level 6-4; 110 pts.

Personal contacts are with high-ranking officials both inside and outside of the Agency,

including the highest levels of Agency leadership, professional and administrative personnel throughout EPA and Agency and Office stakeholders. Contacts are also with persons outside the agency which may include Congressional contacts, political officials, consultants, contractors or business executives. Contacts include the head of the Agency, Region and program officials at all managerial levels.

Factor 7 - Purpose of Contacts

Level 7-d; 220 pts.

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant or controversial matters including recommendations affecting major programs, Agency mission and goals. Incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Factor 8 - Physical Demands

Level 8-1; 5 pts.

The work is primarily sedentary, although some light physical effort may be required.

Factor 9 - Work Environment

Level 9-1; 5 pts.

Work is typically performed in an adequately lighted and climate-controlled office.

TOTAL POINTS: 4090

GS-15 Grade Range: 4055 - up